

CITY OF BURBANK

MANAGER ELECTRICAL EQUIPMENT

DEFINITION

Under general direction, to manage, plan, and supervise the construction, maintenance, and testing of electrical equipment for electrical generating plants; electrical switching, distribution, and industrial stations; water systems facilities, and municipal buildings; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, directs, supervises, and coordinates the work of electrical construction and maintenance crews; obtains working clearance and puts into operation proper safety devices and procedures; inspects and oversees acceptance tests on completed work including electrical generating plants, electric switching, distribution, and industrial stations, water system facilities, and other municipal buildings and facilities; oversees the testing and calibration of meters, relays, electrical equipment, and safety protective equipment; confers with supervisors and other sections regarding construction requirements; approves requests for materials; prepares estimates and analyzes job costs; supervises the maintenance of records; prepares budgets and reports; supervises and promotes safety programs; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - various types of electrical equipment and the standard practices, materials and processes of the electrical trade; installation, testing, operation, and maintenance of electrical equipment in electrical generation and water systems; local, state, and national electric codes and safety orders; theory and principles of electricity; utility controls and communication systems; principles and practices of sound personnel management and supervision.
- Skill in - estimating cost of electrical testing, maintenance, and construction work; directing testing, maintenance, and construction of electrical equipment.
- Ability to - read electrical construction drawing and specifications; plan and coordinate testing, construction, and maintenance work in an electric or water utility system; maintain records and prepare reports; prepare and administer budgets; manage, supervise, evaluate, and coordinate the work of others; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major course work in electrical engineering or a closely related field and two years of experience as supervisor of utility electrical facilities or testing crew or four years of experience as a supervisor of utility electrical facilities or testing crew.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.